

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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To: HR, BC, NI, and ST Directors, ST Associate Director,  
WO330D, WO570D and WO560D Project Managers  
Training Coordinators

From: Director, National Human Resources Management Center

Subject: DOI University- Denver Learning Center On-Line Training Registration

This Information Bulletin serves as a reminder to all Directors, Project Managers, and Training Coordinators that all training registration for DOI University courses has gone to an automated, on-line registration system. This system will allow employees to register themselves for DOI University classes.

It is to the discretion of each Center to decide if the training coordinator will register employees for training classes, or if the employee will register him or herself for training classes. If the employees are to register themselves, they must obtain prior supervisory approval.

Attached is information regarding instructions for registering employees in DOI University training courses.

If you have any questions, please contact Teresa Milner at (303) 236-3569 or Holly Boyd at (303) 236-0698.

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Luron Porter  
Staff Assistant

Attachment

1-Instructions for Registering Employees in DOI University training courses (1 pg)

Distribution

ST-150, BLM Library  
HR-200

### **Instructions for Registering Employees in DOI University Training Courses**

1. To review the class schedule and/or register for DOI University classes, go to their website at [www.doi.gov/training](http://www.doi.gov/training), go to the "Learning Centers," (you may choose any of the learning centers listed there). Select "Schedule for Fiscal Year 2003," determine which class/classes you would like to attend or classes you would like your employee(s) to attend. Select "Registration Information," fill in all required information (identified by red asterisks). Select "Submit." You will receive a confirmation notice immediately. Please print and keep a copy of the confirmation notice for your records. Additionally, mark your calendar with the date, location and time of the course. This is the only notification you will receive that you or your employee is registered for the course. If your notification indicates that you are on a waiting list, the system will automatically place you on the class roster and notify you via e-mail if a space becomes available. You do not need to take any further action.
2. To record the training completed, submit a five-part SF-182, "Request, Authorization, Agreement and Certification of Training," with supervisory approval to HR-220, Employee/Labor Relations and Employee Development Group.
3. If there is a justifiable reason for which the employee is unable to attend a class they are registered for, the employee will need to cancel his/her registration. To cancel a registration, go to DOI University's website at [www.doi.gov/training](http://www.doi.gov/training), go to the class identification number (provided on the confirmation notice). This will bring up the class, find the employees' name, select the cancel box next to their name, and select the submit key. If you have already submitted the five-part SF-182 to HR-220, use your copy of the SF-182 and annotate "cancellation" across it and submit it to HR-220.
4. When the employee has completed the training, the employee must complete the course evaluation attached to the SF-182. The SF-182 and course evaluation must be submitted to the HR-220, Employee/Labor Relations, and Employee Development Group, for the employee to receive credit for taking the course.